

April 11, 2023

DHS LIHEAP 23 Application

Kayla Cornett
Energy Programs Planner

Amanda Marcott-Thottunkal
Director of Energy and Empowerment



OKLAHOMA
Commerce



Training Objectives

- Review ODOC policy that all Wx work and services must be used to meet DHS LIHEAP regulations.
- Learn what's new with this year's DOE award letter, Request for Application, budget, and contract language.
- For any new OKGrants users, learn where to go in OKGrants to ensure all documentation and online forms are filled out correctly to minimize a possible return for edits.
- Understand what is considered an allowable expense under each budget line items.

ODOC Policies

1. ODOC Weatherization Operations Manual, **Requirement 50**,
2. Policies and Procedures for Energy Audits,
3. Oklahoma Weatherization Field Guide,
4. All ODOC Weatherization Program Notices, and the
5. ODOC's DOE Drafted State Plan for PY2023.

All policies can be found at this website: <https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>

Updated Terminology

1. ODOC Weatherization Operations Manual instead of the CAA Implementation Manual
2. Service Providers or Authorized Regional Weatherization Service Providers
 - Since regions were competitively bid for, ODOC wants to notate whom has authorization to complete weatherization in each region versus service areas or CAAs.

New Contract Language- Contract Part II

1. Updated name of Weatherization Manual and the corresponding Requirements.
2. Included “This includes the addition of Special Conditions or the cancellation of this contract due to production levels, financial concerns, or not all required Weatherization policies are being adhered to” in discussion regarding special conditions, modifications, and contract amounts. (2A, 3B)
3. Included “or any other information system being used by ODOC at the time” to ensure policy reflects WAPLink Database moving forward. (2B, 2C, 2D)
4. Updated the contract dates to reflect the new April to March schedule.

Budget Review



Budget Changes

- Starting with the DOEBIL application, the budget categories now only consist of the following:
 - Program Operations
 - Health & Safety
 - Vehicles & Equipment > \$5,000
 - Administration
 - Insurance
 - Financial Audit
 - Training & Technical Assistance
 - Outreach

		Required Homes
Admin Amount	\$17,824.00	
Program Outreach	\$5,267.00	
Training and Technical Assistance	\$8,333.33	
Remaining Amount (for Program Operations, Audit, Insurance, and Health & Safety)	\$178,241.69	
Total Award	\$209,666.02	19

Average Cost Per Unit (ACPU)

- **DHS LIHEAP PY 2023 ACPU: \$9,500**
- It is **CRITICAL** to note that all Program Operation expenses listed below are **ONLY** allowable up to the threshold of the PY23 Average Cost Per Unit (ACPU). In other words,
- For any Program Operation expense, if there is not enough production to keep the ACPU below the agency's allowable threshold, there will be monitoring findings and disallowed costs. An allowable expense becomes disallowed if it results in the ACPU being exceeded without ODOC written approval. Please see Weatherization Operations Manual Requirement 33 for further policy regarding the ACPU.
- It **is** possible to request ODOC approval to exceed the ACPU.
- A high ACPU approved on a monthly expenditure report in OKGrants is **NOT** an approval to have a high ACPU for the program year. ODOC will allow an agency to exceed the ACPU in a given month, provided the agency is on track to meet its Management Plan and has a consistent spending rate. The ACPU is an average, so one or two months is not a cause for concern. However, three months or more of a high ACPU may result in ODOC taking further action (see Contract Part II of final executed contract).
- Expenditure reports submitted in the 4th quarter (after January 1) will be rejected for a high ACPU.

Budget Categories: Audit

- Excluded from ACPU
- The agency's financial audit to meet [Uniform Grant Guidance](#) requirements is budgeted here. The cost must be cost allocated as per the agency's cost allocation plan.

Budget Categories: Insurance

- Excluded from ACPU
- All Grantees and Subgrantees must be covered by Liability insurance.

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Budget Categories: Health & Safety (H&S)

- Maximum threshold of 17% of the ACPU
- To determine an agency's max H&S, use the below formula
 - $(\# \text{ of homes} \times \text{max ACPU of } \$9,500) \times 17\% = \text{max H\&S}$
- See ODOC's H&S plan on the website* for a full list of measures that can be used with H&S funds.

*<https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Budget Categories: Program Operations

- Included in ACPU
- Use this budget line item to budget and expense any cost category that used to be within the Program Support category. This includes:
 - Salary and fringe
 - Labor costs for subcontractors
 - Transportation expenses transporting Wx materials, equipment, tools, and work crews to storage or job sites
 - Maintenance, operation, and insurance of vehicles used to transport Wx materials
 - Tools and equipment less than \$5,000 and their maintenance
 - Storage costs
 - General office supplies
 - All materials for allowed ECMs.

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Budget Categories: Program Outreach

- Funds are elective.
- Maximum amount of Outreach funds is listed on the Award Letter.
- More funds can be requested.
- Please see Requirement 50.5 in the OK Weatherization Operations Manual for a full list.
- If a form of Outreach is not listed, provide a request for this item via email to Kayla Cornett. ODOC will then request approval from DHS.
- Outreach Plan must be submitted if Outreach funds are being used.

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Budget Categories: Training & Technical Assistance

- Agency must stay within their allocated T&TA funds as found on the Award Letter.
- If an agency would like to request more, please reach out to ODOC staff.
- Items to be included:
 - Registrations, mileage, and other travel costs (approved Federal/State5 rates only) for any weatherization conferences or trainings in or out of state. Trainings must meet the definitions of Comprehensive or Specific.
 - Testing costs for BPI Certifications; travel costs to the training center.
 - Travel costs to OWHAC meetings.
- Items NOT included:
 - Salary is not allowable DHS LIHEAP T&TA cost.

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Budget Categories: Vehicle & Equipment > \$5,000

- Not immediately calculated into ACPU.
- Submit a request on ODOC's Vehicle Acquisition Request Form [Vehicle Acquisition Request Form](#)

*<https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>

- No vehicle can be purchased without prior approval from ODOC.
- It is important to note that the acquisition cost of any vehicles and equipment over \$5,000 will NOT be calculated into the cost of the ACPU. The amortized cost of the vehicle will be included in the cost of the ACPU when reported monthly on the expenditure reports. Training will be provided.

*See Requirement 29-34 in the OK Weatherization Operations Manual for more information.

Completing an Application



Application Checklist

- ☐ Read Award Letter and Request for Application (RFA)
- ☐ Designate Leads
- ☐ Pull Historical Data
- ☐ Develop plan using RFA
- ☐ Collectively communicate and review plan
- ☐ Complete OKGrants forms
- ☐ Complete any ODOC forms
- ☐ Upload required documentation
- ☐ Double check that all information meets the PY 23 RFA
- ☐ Submit application.

Review Award Letter & RFA

- Award Letters and RFAs were sent to each agency on March 31st.
- Each Award Letter contains the maximum dollar amounts for Admin, Program Outreach, and T&TA funds.
- A minimum amount of homes that are required is listed.
- All applications must be submitted no later than Monday, May 31, 2023.



Designate Agency Leads

1. Determine who is responsible for what part of the application process and when.

Roles in OKGrants

1. Agency Administrator- handles user accounts only.
2. Viewer- Cannot edit or save. Used for auditors.
3. Writer- Can edit and save. Cannot submit.
4. Financial Officer- Can edit, save, and submit.
5. Authorized Official- Full permissions.

Pull Historical Data

1. Look at the last three year's data for DOE/DHS to inform your planning for this year:
 - How many units completed
 - ACPU
 - Training Funds Spent
 - H&S Funds Spent
 - Any funds unspent?
 - Line items with frequent budget revisions requests

Develop Plan Based on RFA & Award Letter







1. What is your agency's Weatherization Plan?
 - Production Plan (Management Plan)
 - Determine how many units (either the minimum ODOC requirement or more)
 - Determine how resources will be spent by county
2. How will funds be spent (Budget)?
 - Production Plan (Management Plan)
 - How much funds should be allocated for homes and supporting costs?
 - Keep in mind the line items that required modifications in previous years.
3. How will the agency secure reporting needs and requirements will be met?
4. Does your agency have the staff capacity to meet the Management Plan and Budget?
 - If not, how can your agency remedy this?

Communicate and Review Plan Together

1. At minimum, the following should be involved in determining the Weatherization plan:
 - Executive Director
 - Program Manager
 - Chief Financial Officer
2. Other stakeholders for consideration
 - Crew (Energy Auditor, QCI, Crew Leader, Installers, etc.)
3. Staff responsible for reporting in OKGrants
 - ODOC
 - Contractors

Complete OKGrants Forms

1. Applicant Information
2. Management Plan
3. Detailed Budget Line Item Budget
4. Uploads
 - Any agency uploads
 - ODOC uploads
 - Program Outreach Plan (if Outreach funds are budgeted)
 - Waiting Lists (if DHS homes are maintained separately and/or have not previously provided with WAPBIL applications)
5. Audit

	<u>Applicant Information</u>
	<u>Detailed Line Item Budget</u>
	<u>Management Plan (2)</u>
	<u>ODOC #'s (ODOC Only)</u>
	<u>Uploads</u>
	<u>Audit</u>

**Let's jump into
OKGrants together!**

Oklahoma | DHS LIHEAP
Application Training | April 11, 2023



**Let's jump into
OKGrants together!**

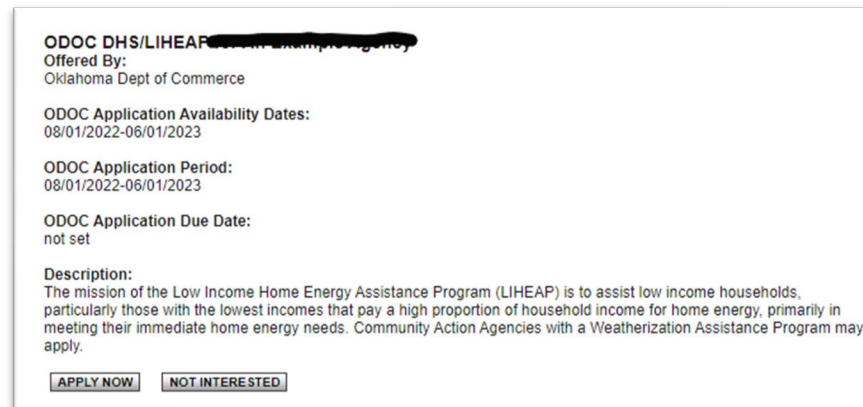


Applying in OKGrants

- Once signed in, see *View Available Opportunities*.



- Look through list of Opportunities and find the *ODOC DHS/LIHEAP* Opportunity.



- Read through the *Agreement* page and select *I AGREE*, as long as you agree. If you say you do not agree, it will take you back to the Opportunity page.

Agreement

Please make a selection below to continue.

I hereby agree that this application is submitted by an Authorized Official from an eligible Community Action Agency. Additionally, I hereby do agree to follow all requirements as prescribed by the Oklahoma Department of Commerce including but not limited to the WAP State Plan, the LIHEAP Application Guides, and the Implementation Manual.

- On the *ODOC Application Menu* select the *VIEW FORMS* underneath the *View, Edit, and Complete Forms* section.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

- Select *Applicant Information* and complete all required fields.

Forms

Status	Page Name
Application	
	Applicant Information
	Detailed Line Item Budget
	Management Plan
	Uploads
	Audit

APPLICANT INFORMATION

Instructions:
Please complete this page, then click the Save button.
Required fields are marked with an *.

Applicant Name

Physical Address

0 of 500

City

State

ZIP+4

Mailing Address (if different from Physical)

0 of 500

City

State

ZIP+4

County

Adair County

Phone Number

Fax Number

Email Address

EI Number

EI Number

- Once completed, select **Save** in the top right corner.

SAVECHECK GLOBAL ERRORS






 [Back](#)

Document Information: DHS/LIHEAP-2023-Example CAA-00003

 [Details](#)

- Return to the grant’s *ODOC Application Menu* and select *Detailed Line Item Budget*.

Forms

Status	Page Name
	Application
	Applicant Information
	Detailed Line Item Budget
	Management Plan
	Uploads
	Audit

- Find the PY 23 Program Allocation listed in the Agency’s Award Letter.

PY'23 Year to Date Total Award		
		Required Homes
Admin Amount	\$17,824.00	
Program Outreach	\$5,267.00	
Training and Technical Assistance	\$8,333.33	
Remaining Amount (for Program Operations, Audit, Insurance, and Health & Safety)	\$178,241.69	
Total Award	\$209,666.02	19

- Complete the first column of the Budget using the discussions within the agency and the PY 23 Award Letter, total of units to be completed (minimum from Award Letter or more), and number of reweatherized homes.

COST CATEGORIES:	Present Budget	Budget Revision	New Budget
A. Program Operations	\$146,094.19		\$146,094.19
B. Health & Safety	\$26,647.50		\$26,647.50
C. Total Program Expenses	\$172,741.69	\$0	\$172,741.69
D. Vehicles & Equipment > \$5000	\$0		\$0
E. Administration	\$17,824.00		\$17,824.00
F. Insurance	\$5,000.00		\$5,000.00
G. Financial Audit	\$500.00		\$500.00
H. Training & Technical Assistance	\$8,333.33		\$8,333.33
I. Readiness	\$5,267.00		\$5,267.00
J. Total Non-Program Budget	\$36,924.33	\$0	\$36,924.33
TOTAL BUDGET	\$209,666.02	\$0	\$209,666.02

PRODUCTION SCHEDULE

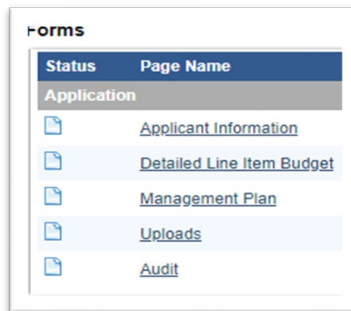
Weatherized Units (Total)	Program Total 19
Reweatherized Units	1

A: Program Operations:	\$146,094.19
B: Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (total from above)	20
C: Average Cost per Dwelling Unit (A divided by B)	\$7,304.71

If the amount in item C exceeds the current program year's allowable average cost per unit (see WX Operations Manual), you must request ODOC preapproval. New applications cannot be submitted with average cost per units higher than the allowable threshold.

- Once completed, hit the **SAVE** button in the top right corner.

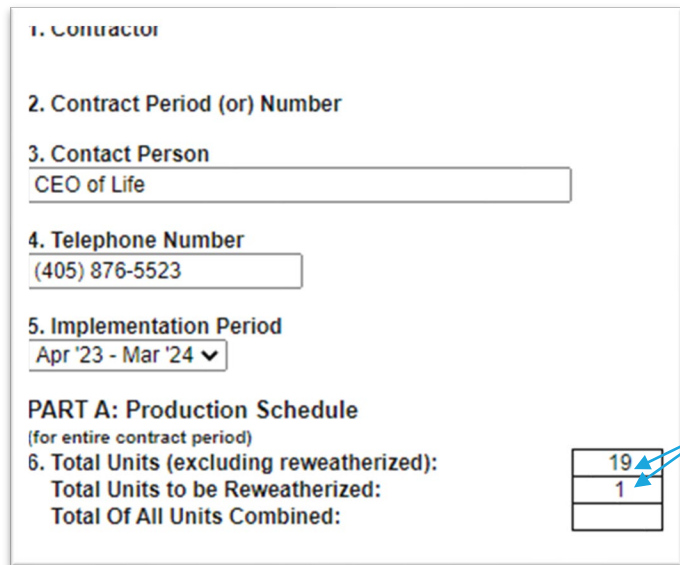
- If there are no errors and the Budget is completed, return to the grant's *ODOC Application Menu* and select *Management Plan*.



The screenshot shows a web interface titled "Forms" with a table listing application forms. The table has two columns: "Status" and "Page Name". The "Page Name" column lists five forms: "Applicant Information", "Detailed Line Item Budget", "Management Plan", "Uploads", and "Audit". Each row has a small document icon to its left.

Status	Page Name
	Applicant Information
	Detailed Line Item Budget
	Management Plan
	Uploads
	Audit

- Complete top information and the *Implementation Period* should automatically marked as *Apr '23 – Mar '24*. If it is not, see if you can change it and if not, contact ODOC.



The screenshot shows a web form with the following sections:

- 1. Contractor**
- 2. Contract Period (or) Number**
- 3. Contact Person**
CEO of Life
- 4. Telephone Number**
(405) 876-5523
- 5. Implementation Period**
Apr '23 - Mar '24 ▼
- PART A: Production Schedule**
(for entire contract period)
- 6. Total Units (excluding reweatherized):**
Total Units to be Reweatherized:
Total Of All Units Combined:

At the bottom right, there is a table with three rows and one column:

19
1

These two numbers will automatically match the amount of homes your agency completed in the *Budget*.

- Use dropdowns to select each *county* (7) in your agency’s service area, *total county allocation* dollar amount (8), *total of units* (10), and place how many homes the agency plans on doing for *each county and month*. This total should match the *Budget’s* total homes.

**Do not forget, no homes can be scheduled for the month of March 24 without special approval from ODOC.*

PART B: Performance Data
(in 12-month increments)

Weatherized Units by County and Month:

7. County Name	8. County Alloc. Amt	9. Allocation	10. Total Units	Apr	May
<div></div>	<div></div>	%	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	%	<div></div>	<div></div>	<div></div>

- Do not forget that each county does not need to be served each contract year, but ODOC does request that every county is served over a period of time (ex. every 2 or 3 years).
- ***IF*** your agency choices to not serve each county, a reason must be placed in the *Provide Justification for Revisions* (12) box.

12. Provide Justification for Revisions

Staffing Concerns. Currently working on marketing within the job force.

- Once completed, hit the *SAVE* button in the top right corner and return to the *ODOC Application Menu- Forms*.

SAVE

ADD

DELETE






PRINT VERSION

ADD NOTE

CHECK GLOBAL ERRORS

- Return to the grant's *ODOC Application Menu* and select *Uploads*.

Forms

Status	Page Name
Application	
	Applicant Information
	Detailed Line Item Budget
	Management Plan
	Uploads
	Audit

- Provide a *Description* of the file, and upload a document by selecting *Choose File* on the right of the description box.






UPLOADS

Instructions:
Please complete this page, then click the **Save** button.
Required fields are marked with an *
Upload a file and complete the description, click **Save** if more rows are needed.
To remove a file, select the DELETE checkbox, clear the description, and click **Save**.
Refer to your complete application packet for guidance on up-loadable attachments.

Description	File
<input type="text" value="Waiting List"/>	<input type="button" value="Choose File"/> Wait List.xlsx
<input type="text" value="2023 Outreach Plan"/>	<input type="button" value="Choose File"/> 2023 Outreach Plan.pdf

- Once completed, hit the Save button in the top right corner and return to the grant's *ODOC Application Menu* and select *Audit*.

Forms

Status	Page Name
Application	
	Applicant Information
	Detailed Line Item Budget
	Management Plan
	Uploads
	Audit

- Complete all required information.

AUDIT

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *.

ODOC requests your most current audit. Your most current audit is for the period ending *.

Your agency's fiscal year (year end): * to *

☐ Upload No file chosen

☐ Audit is in the mail. Mailed on:

☐ Audit Submitted on:

Mailing Address:
Audit Manager
ODOC
900 N. Stiles
Oklahoma City, OK 73104

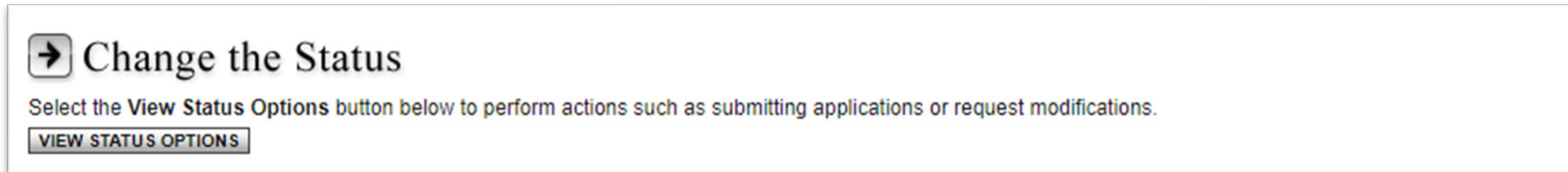
- If your agency is selecting *Audit is in the mail* or *Audit submitted on* options. Please include date for ODOC's reference.
- Once completed, select **Save** in the top right corner and return to the *ODOC Application Menu*.

Double Check

1. Always have a second or third set of eyes, if possible.

Submittal of Application

1. Once reviewed by agency and ready to submit, select *VIEW STATUS OPTIONS* under the *Change the Status* section on the main grant page.



2. The Authorized or Financial Officers can submit the application. (Check within your agency to see whom someone should reach out to for submittal)
3. Make sure to submit the by the May 31st due date.
4. The sooner the better!

Checking Statuses

1. Users have the ability to view their application at any point.
2. Application statuses indicate progress of grant.

Status	Who is responsible
In Process	Grantee
Changes required	Grantee
Submitted	ODOC
In Review (Management, Budget, Division Director, etc.)	ODOC
Cancelled	No one
In Request	Grantee
Contract Signatures Required	Grantee
Contract Signatures Received	ODOC
Initiated	Grantee
Grant Closed	No one

**Thank you for
joining me.**

Reach out to Kayla Cornett
or the agency's Energy
Programs Specialist.

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